

REZONE PROCESS

The following is the process (steps) that are followed by the City when an application to rezone a property is received:

Step 1: Zoning and Planning Commission (ZPC) holds a meeting to consider the applicant's request for a rezone

1. At the meeting the following will happen:
 - a. The applicant will present their request for the ZPC (there is no time limit, but within reason),
 - b. The public will be invited to comment (time limit of 3 minutes per speaker).
 - i. Public comments submitted at this meeting will not be part of the official public record.
2. Possible outcomes at this meeting:
 - a. The ZPC wants to hold additional meetings,
 - b. The ZPC refuses to take action or rejects the application, or
 - c. The ZPC prepares a preliminary report recommending a joint public hearing be held with the City Council for the purpose of soliciting public input. (proceed to step 2)

Step 2: ZPC presents their preliminary report recommending a joint public hearing between the ZPC and City Council.

1. Then ZPC will present their preliminary report for the City Council's consideration.
 - a. The public and applicant will be able to comment during the visitor's portion or during the agenda items.
 - i. Comments submitted during this time are not part of the official public record.
2. After hearing the ZPC and public comments, the City Council can take the following actions:
 - a. Request the ZPC to review further,
 - b. Reject the report, or
 - c. Accept the report and call for joint public hearing to receive information on the application at a later date. (proceed to step 3)

Step 3: Hold a joint public hearing with the ZPC and City Council.

1. At this joint public hearing the following will happen:
 - a. Receive presentation from the applicant (there is no time constraints (within reason) on the applicants presentation),
 - b. Receive public comments to be part of the official record (time limit of 3 minutes per speaker).
2. After the presentation and public comments, the Council and ZPC have the option to leave the public hearing open or close it.
 - a. If public hearing is kept open:
 - i. Public comments can still be received as part of the public record,
 - ii. The issue would be remanded back to the ZPC to issue a final report. (proceed to step 4)
 - b. If public hearing is closed:
 - i. No more public comments accepted for the official public record,
 - ii. The issue would be remanded back to the ZPC to issue a final report. (proceed to step 4)

Step 4: ZPC will hold an additional meeting(s) while working on the final report.

1. If the ZPC left the public hearing open: (if closed proceed to #2)
 - a. Public comments/information will still be accepted as part of the official public record,
2. Close the public hearing (if open) or if the public hearing was previously closed:
 - a. The ZPC will consider the application based upon the information that is part of the official public record in making their final determination.
3. Once the ZPC has completed their review of the application:
 - a. Present Final report with recommendation(s) to the Council. (proceed to step 5)

Step 5: ZPC will present their final report to the City Council.

1. The ZPC will present their final report to the City Council.
2. If the City Council left the public hearing open:
 - a. Public comments/information will be accepted as part of the official record, etc.,
 - b. After hearing all public comments, the City Council would close the public hearing.
3. The City Council would complete one of the following after reviewing the ZPC final report and public record:
 - a. Send issue back to the ZPC further review,
 - b. Accept the ZPC's final report (recommendation),
 - i. If the recommendation was to grant the rezone that would need to be approved on two separate readings.
 - c. Reject the report, or
 - d. Take no action on the report.